South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System

Bonded Importer
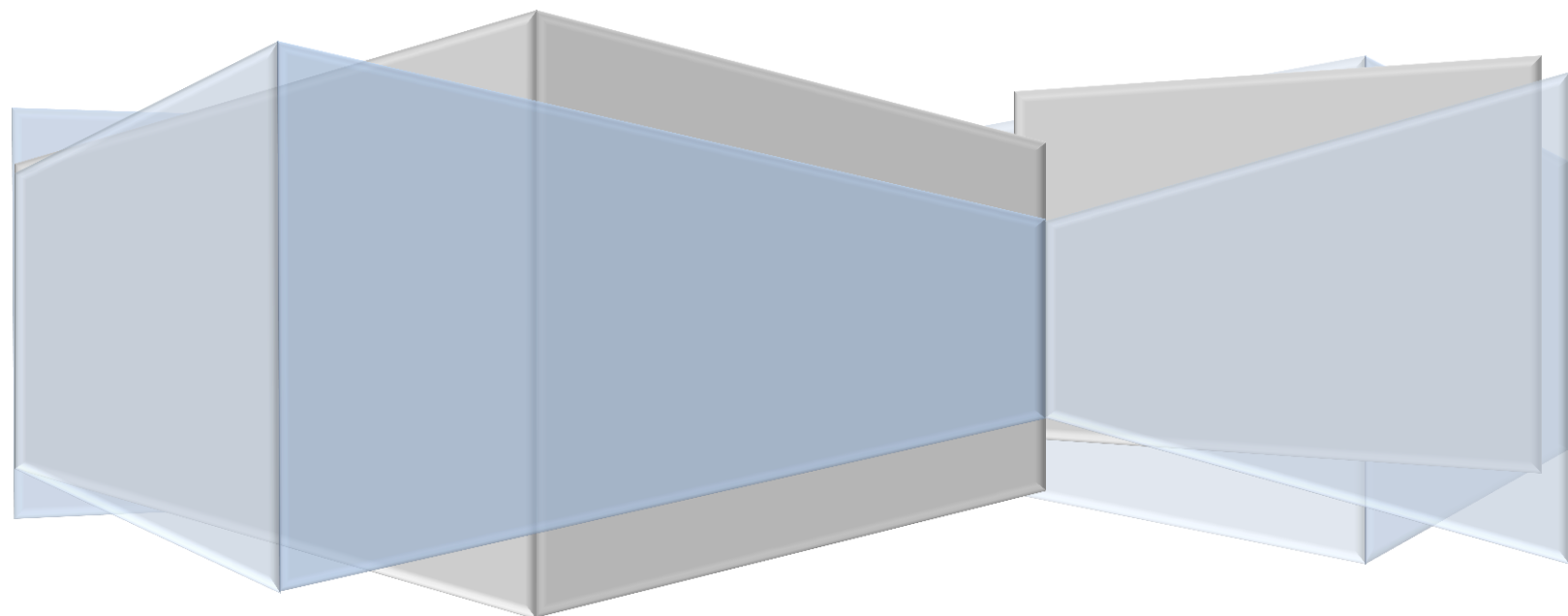
TABLE OF CONTENTS

INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Bonded Importer Returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

The method of issuing refunds shown due on a return has not changed. All refunds will be issued manually once the electronic return is received and verified.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	**803-896-1715**	Help Desk (Toll Free)	**1-800-476-0311**
E-mail Address	**edi@sctax.org**	FAX	**803-896-1779**
Mailing Address	**South Carolina Department of Revenue**		
	EFT/EDI Help Desk		
	Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	**803-896-1990**
E-mail Address	**motfuellic@sctax.org**

To Sign In, you will need user Id and password from DOR Electronic Services.

Now you will need to change password.
Enter current password (password that was given)
Enter New password (create)
Confirm New Password
Click change password

Now change profile.
Enter current password (the new password that you choose)
Security Question: select from list
Enter Security Answer
Click update profile

Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base.   All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1.   From the Zytax Home Page choose the Maintenance Tab
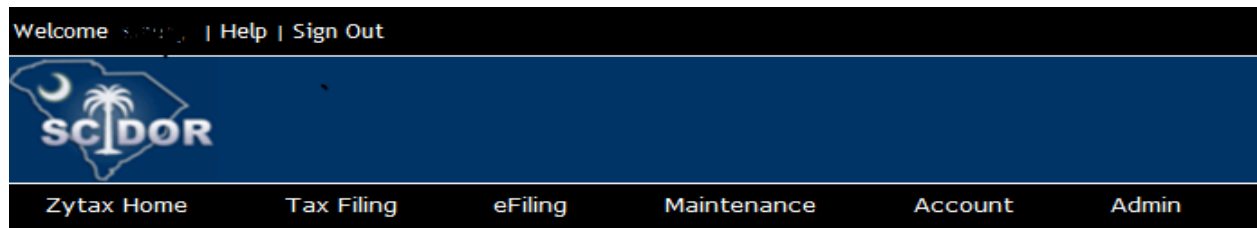
2.   From the drop down menu choose Business Entities

Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3.   Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

Business Entities

▼ Filter | ⟳ Refr

	Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date

4

4. Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.
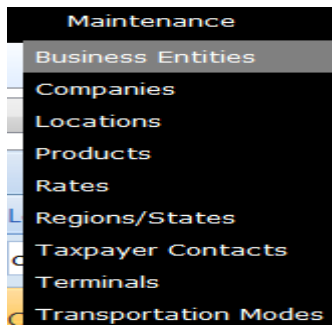
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,
Click on the Maintenance tab
Select Business Entities from drop down box

Maintenance
- Business Entities
- Companies
- Locations
- Products
- Rates
- Regions/States
- Taxpayer Contacts
- Terminals
- Transportation Modes

Click Add New Record

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.
In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**
Then click Insert

Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transporters their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab
Click Add New Record

For Business Type click on drop down button

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on <u>Add New Record</u> to assign the business type based on each relationship with the entity.

Click on checkmark to insert

Below is an example of a business entity assigned with all business types.

Creating Return/Tax Session

From the Tax Filing tab
Select Tax Sessions from dropdown list
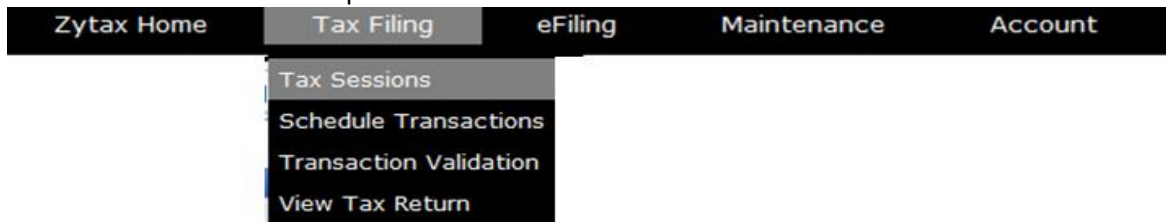
Click Add New Record
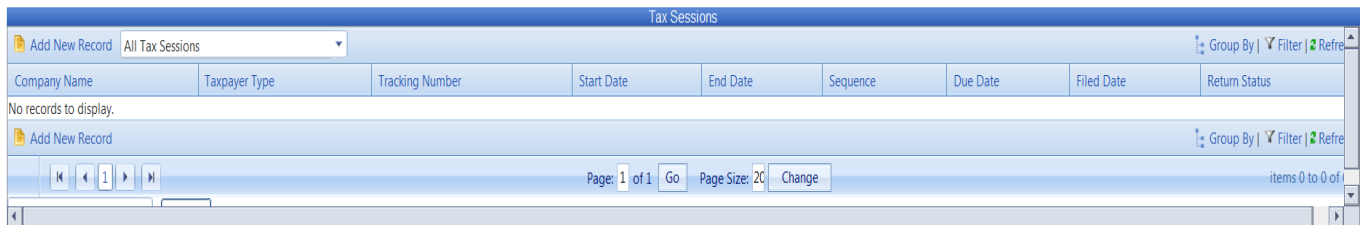
Select Bonded Importer from the Taxpayer Type dropdown list.
Enter the begin period covered date for the return.
Click outside the entry field and the End Period Date will be populated.
Click the create session button.

Close out the Record inserted menu

Schedule Transactions

Reminder for Bonded Importers also licensed as Suppliers:
The maximum tare allowance is $2000.00. If the maximum tare allowance was calculated and deducted on the monthly suppliers return, all disbursements subject to the user fee will have to be entered in Schedule 5C to insure that the maximum tare allowance is not exceeded.

Right click on the row for the Bonded Importer session that was added
From context menu, select Schedule Transactions

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	'	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer		Schedule Transactions	2012	0	09/24/2012	0	Yes	
Occasional Importer		Transaction Validation	2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher		Generate Return	2012	0	09/04/2012	0	No	Passed
Import Payment Voucher		View Tax Return	2012	0	09/04/2012	0	No	Passed

Select schedule type from dropdown list to add.
Next, click Add New Record

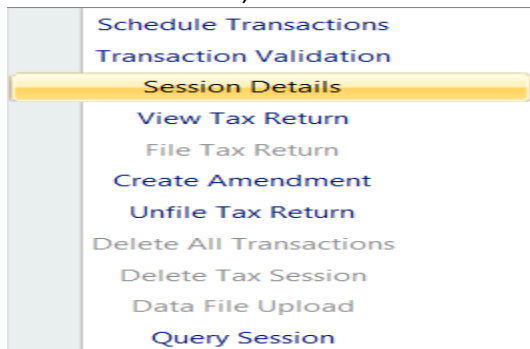| 1A: Gallons Received User Fee Paid |
|---|
| 1A: Gallons Received User Fee Paid |
| 3: Gallons Received User Fee Free for Import From _____ |
| 5A: Gallons Sold Taxable – Non-eligible Purchaser |
| 5C: Gallons Sold Taxable – Eligible Purchaser |
| 6F: Gallons Sold – Dyed Diesel and Heating Fuel |
| 8: Gallons Sold to the US Government |
| 9C: Gallons Sold to SC Department of Education School Bus Program |
| 10: Gallons Sold – Other Exempt Sales |

Enter all schedule information requested on the entry screen.

Schedule 1A Special Note:
Schedule 1A is for user fee paid gallons purchased direct from terminal suppliers or bonded importers. This schedule will allow for the entry of the supplier or bonded importer name and the total gallons received. Entry by bill of lading is not required for this schedule.
Please note that at the time of office verification if the total gallons do not match the total reported by the suppler or bonded importer, additional information by bill of lading will be required to verify the tare allowance calculation.

Click Insert to accept entry.
Some data will remain from the previous transaction to speed the entry process.

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities.   Complete the steps for entering a business entity **(page4)** and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for the schedule type selected, click on the closed button (red X).
If additional schedules are needed for another schedule type, select schedule type from dropdown list.
Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

Session Details

From the Tax Filing tab, select Tax Sessions
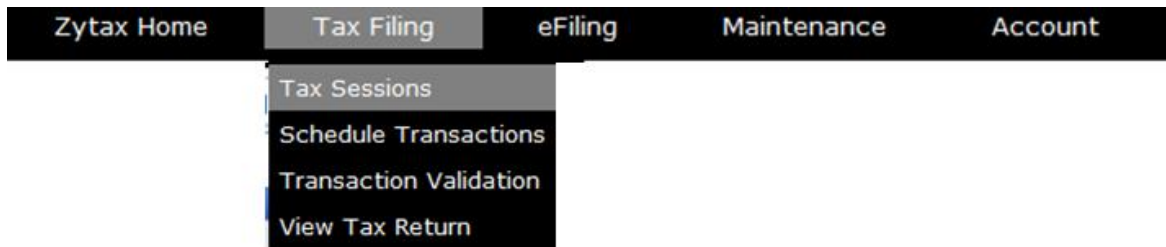
Right click on the row for the Bonded Importer session that was added
From context menu, select Session Details

Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Click the X button to close

Click refresh several times

Until return status shows passed

Right click on the row for the Bonded Importer session that was added
From context menu, select View Tax Return

Review return

File Tax Return

 From the Tax Filing tab, select Tax Sessions

Right click on the row for the Bonded Importer session that was added
From context menu, select File Tax Return

Check the agree button
Click on Submit

Payment Information
The payment screen will be determined by the payment type selected on the registration document.
Enter the payment information requested.

Tax Return Confirm and filed

Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list

Change selection from "Open Tax Sessions" to "All Tax Sessions"

Select return session to be amended and click on the row to display the drop down menu.
Choose Create Amendment

Next, click Create Amendment

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	1
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session
Sequence	0
Filed Date	8/31/2011

Create Amendment

Record inserted

Record inserted.

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session
Sequence	1
Filed Date	8/31/2011
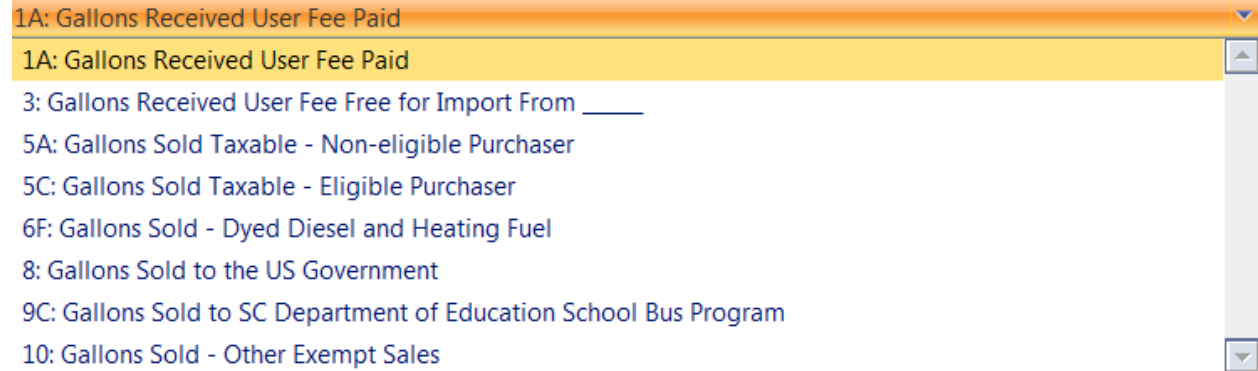
Create Amendment

From the Tax Filing tab, select Schedule Transactions from dropdown list

Zytax Home | Tax Filing | eFiling | Maintenance | Account

Tax Sessions
Schedule Transactions
Transaction Validation
View Tax Return

Select schedule type from dropdown list to add.
Next, click Add New Record

1A: Gallons Received User Fee Paid	▼
1A: Gallons Received User Fee Paid	▲
3: Gallons Received User Fee Free for Import From _____	
5A: Gallons Sold Taxable - Non-eligible Purchaser	
5C: Gallons Sold Taxable - Eligible Purchaser	
6F: Gallons Sold - Dyed Diesel and Heating Fuel	
8: Gallons Sold to the US Government	
9C: Gallons Sold to SC Department of Education School Bus Program	
10: Gallons Sold - Other Exempt Sales	▼

Enter amended information
Click Insert
A schedule must be added for each load and each product type.

Zytax - Schedule Transaction	
Schedule Code	1A: Gallons Received User Fee Paid
Product Code	▼
Carrier	▼
Mode	▼
Origin	▼
Destination	▼
Supplier	▼
Date Shipped	
Document Number	
Billed Gallons	

Insert

Copyright © 2005 - 2012 FuelQuest

Once all amended information is inserted for that schedule type, click on the closed button.
If additional schedules are needed for another schedule type, select schedule from dropdown list to add.
Next, click Add New Record

1A: Gallons Received User Fee Paid	▼
1A: Gallons Received User Fee Paid	▲
3: Gallons Received User Fee Free for Import From _____	
5A: Gallons Sold Taxable - Non-eligible Purchaser	
5C: Gallons Sold Taxable - Eligible Purchaser	
6F: Gallons Sold - Dyed Diesel and Heating Fuel	
8: Gallons Sold to the US Government	
9C: Gallons Sold to SC Department of Education School Bus Program	
10: Gallons Sold - Other Exempt Sales	▼

17

Enter amended information

Click Insert
Once all schedules have been added for each load, click on the close button
From the Tax Filing tab, select Tax Sessions

Right click on the row for the Bonded Importer session that was added
From context menu, select Generate Return
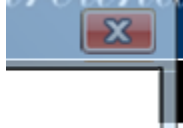

Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Session Details

Record updated.

Click the X button to close

Click refresh several times

	Group By	Filter	Refresh
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
	Group By	Filter	Refresh
		items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Bonded Importer session that was added
From context menu, select View Tax Return

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator		01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer		/2012		0	09/24/2012	0	No	Passed
Occasional Importer		/2012		0	09/24/2012	0	No	Passed
Diversion Payment Voucher		/2012		0	09/04/2012	0	No	Passed
Import Payment Voucher		/2012		0	09/04/2012	0	No	Passed

Context menu:
- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload

Group By | Filter | Refre

Review amended return
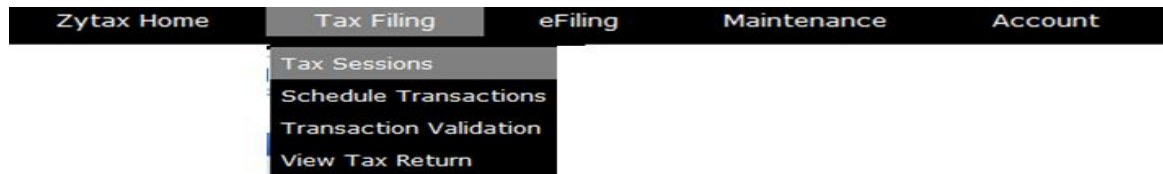
Amendment 1 Current

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**MOTOR FUEL BONDED IMPORTERS
MONTHLY RETURN**

L-2105
(Rev. 10/6/11)
4193

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.
The Return is Due on the 22nd of the Next Month.

19

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions

Zytax Home	Tax Filing	eFiling	Maintenance	Account
	Tax Sessions			
	Schedule Transactions			
	Transaction Validation			
	View Tax Return			

Right click on the row for the Bonded Importer session that was added.
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	1	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer		/2012		0	09/24/2012	0	No	Passed
Occasional Importer		/2012		0	09/24/2012	0	No	Passed
Diversion Payment Voucher		/2012		0	09/04/2012	0	No	Passed
Import Payment Voucher		/2012		0	09/04/2012	0	No	Passed

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return

Group By | Filter | Refre

Check the agree button
Click on Submit

File Tax Return

Filing Status: Open
Tax Return: Bonded Importer
Terminal:
Tax Session Date: 8/1/2012 - 8/31/2012
Filing Due Date: 9/24/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge
this submittal is treated as an official submittal to the State of
South Carolina. Submitting this tax return shall constitute the
signature of the submitter as if the tax return were actually signed.

☑ I agree to the conditions of this submittal.

Submit

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:
Filing Status: Filed
Tax Return: Bonded Importer
Terminal:
Tax Session Date:
Filing Due Date: 6/22/2012
Return Status: Running
Date Filed: 5/3/2012 10:28:56 AM
Return Tracking Number: 1212400001

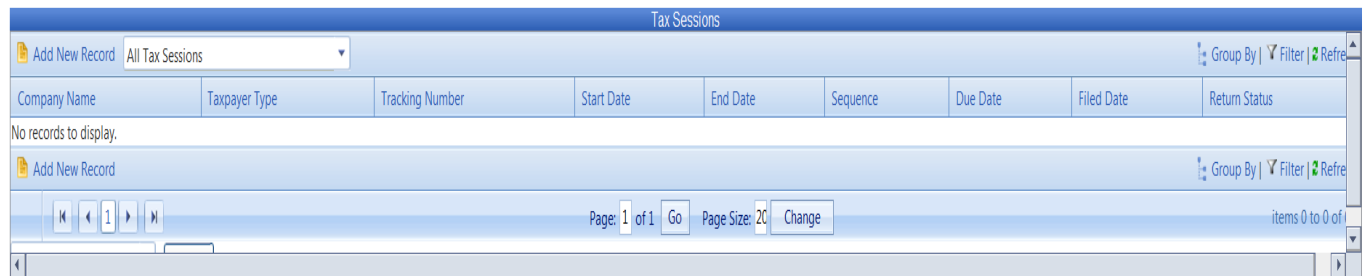* Please note the tracking number(s) for your records.

20

Filing a Zero Return
Click on the Tax Filing tab
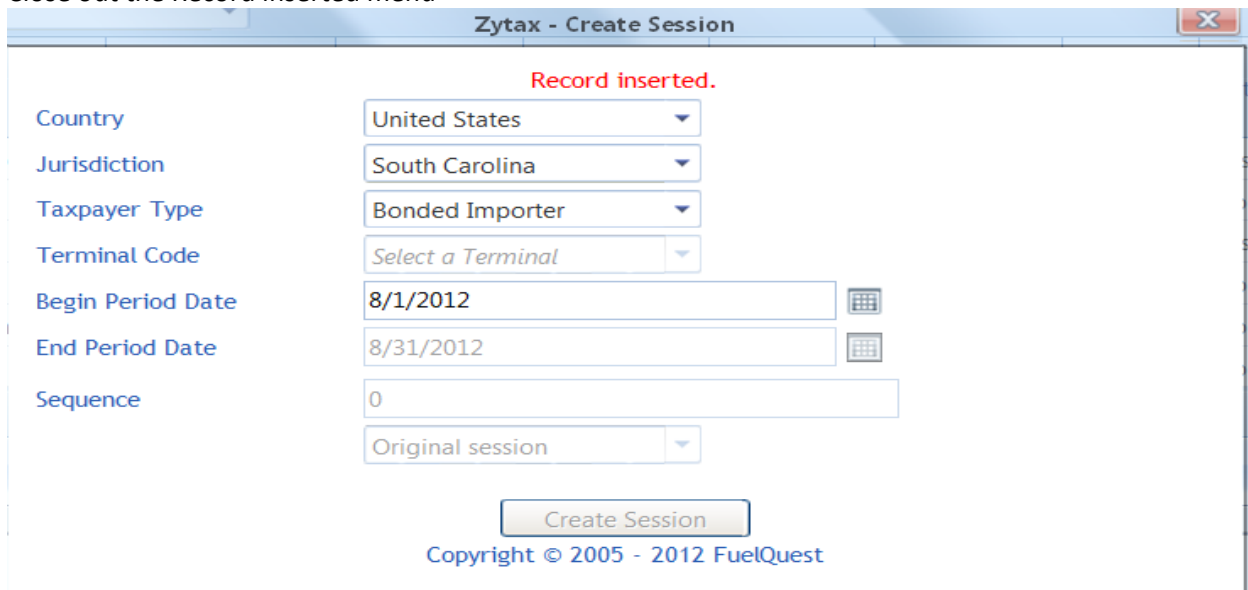Select Tax Sessions from dropdown list

Click Add New Record

Select the Bond Importer from Taxpayer Type dropdown list
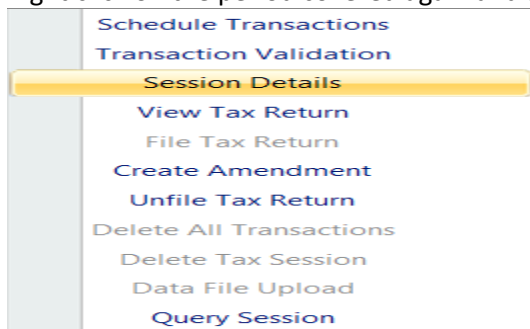Enter the begin period covered date for the return
Click create session

Close out the Record inserted menu

Right click on the period covered again and select Session Details from drop down list

Select no, which will not include schedules
Click Save & Regenerate

The system will then show record updated

Session Details

Record updated.

Click the X button to close

Click refresh several times

	Group By	Filter	Refresh
Critical Schedule Errors	**Return Generation Needed**	**Return Status**
0	Yes	Running
	Group By	Filter	Refresh
		items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Bonded Importer session that was added
From context menu, select View Tax Return

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions
Delete Tax Session
Data File Upload

Review return

Original

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**MOTOR FUEL BONDED IMPORTERS
MONTHLY RETURN**

L-2105
(Rev. 10/6/11)
4193

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.
The Return is Due on the 22nd of the Next Month.

Next, File Tax Return
 From the Tax Filing tab, select Tax Sessions

Right click on the row for the Bonded Importer session that was added
From context menu, select File Tax Return

Check the agree button
Click on Submit

Tax Return Confirm and filed